

# **REQUEST FOR PROPOSAL**

## **CITY OF CARROLLTON WEST CARROLLTON RECREATION CENTER PAVILION AND SITE IMPROVEMENTS**

City of Carrollton  
Carrollton, Georgia

The City of Carrollton (the “City”) is soliciting sealed proposals for furnishing all materials, labor, tools, equipment and appurtenances necessary for the construction of the **West Carrollton Recreation Center Pavilion and Site Improvements**. Proposals will be received by the City at the Carrollton City Hall Second Floor Conference Room, located at 315 Bradley Street, Carrollton, Georgia 30117, until 10:00 a.m., local time, on Thursday, September 3, 2015, and then at said office publicly opened and the bid price read aloud.

The project is described as follows with quantities approximate: 5,000 square foot covered pavilion; 1,000 square foot bathroom/kitchen facility; and 500 square foot performance stage. Both the stage and bathroom/kitchen facilities will be built within and integral to the pavilion. There shall further be approximately 580 feet of sidewalk 6 feet wide and a gravel driveway and turn around. Project is further described on the Contract Drawings and Project Specifications Manual.

Proposals shall be evaluated by the Engineering Department of the City of Carrollton, GA based on the following criteria:

1. Total Bid Amount – 50%
2. Quality of work and references based on examples provided and those developed by the City – 50%

A score of 1 to 10 will be given for each of the above criteria and the scores weighted based on the percentages listed above. The Contractor with the highest total score will be selected for the project.

The City reserves the right to reject any and all Bids, in whole or in part, with or without cause, and to waive informalities, technicalities or irregularities in the Bids or the Contract Documents. Also, this project is of sufficient complexity that the City reserves the right to reject any contractor who does not have previous experience with projects of a similar nature and complexity.

A Mandatory Pre-Bid Conference will be held for all Bidders at 10:00 a.m., local time, on Thursday, August 20, 2015, by the City at the Carrollton City Hall Second Floor Conference Room, located at 315 Bradley Street, Carrollton, Georgia 30117. Interested Bidders are encouraged to attend.

The City, in its sole discretion, reserves the right to select the Bidder that it deems most advantageous to the City.

The Instructions to Bidders, Bid Form, Contract Agreement, Drawings, Specifications, forms of Bid Bond, Performance Bond, Payment Bond and other Contract Documents may be examined at the following:

City of Carrollton  
315 Bradley Street  
Carrollton, Georgia 30117

Contract Documents may be obtained by contacting Carrollton City Hall at 770-830-2000 upon payment of \$100.00, nonrefundable. Documents will be delivered electronically via email; paper Contract Documents are available upon request. Drawings, Project Specification Manual and Drawing Addenda will be available for download from the Alan Bell Architect, Inc. website, <http://www.alanbellarchitect.com/bidding.php> . Contractors must obtain Contract Documents and be added to bidders list for their proposal to be considered.

By purchasing the Contract Documents, purchaser agrees to having their company information released to the public as a “planholder.” Copies of the planholders list and bid results will be made available upon request, in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70, et seq.

All bids shall be delivered to the City at the Carrollton City Hall, 315 Bradley Street, Carrollton, Georgia 30117, by the time and date specified above. Bids shall be submitted in triplicate, sealed and mailed or delivered to be received, no later than the above time and date.

Each Bid must be accompanied by a Bid Bond duly executed by the Bidder as principal and having as surety thereon a surety company licensed to do business in the State of Georgia and listed in the latest issue of U.S. Treasury Circular 570, in the amount of five percent of the Bid. A letter of credit or bank guaranteed check, from a local bank, may be submitted in lieu of bond. Cash or personal checks will not be accepted.

Each Proposal shall be submitted in a sealed envelope with the Contractor’s name on the outside of the envelope. The envelope shall clearly state “Sealed Proposal for the West Carrollton Recreation Center Pavilion and Site Improvements”.

The successful Bidder for this Contract will be required to furnish a satisfactory Performance Bond and Payment Bond each in the amount of 100 percent of the Bid.

CITY OF CARROLLTON  
CARROLLTON, GEORGIA

Timothy C. Grizzard, P.E.  
Assistant City Manager